

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue – 2nd Floor

Training Room #4

Las Vegas, Nevada

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

AGENDA

DATE: May 11, 2011

TIME: 4:30 p.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: April 13, 2011
- IV. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED
 - 1. Contracts Specialist – Promotional
 - 2. Contracts Specialist – Open
 - 3. Control Center Supervisor – Promotional
 - 4. Fire Engineer – Promotional
 - 5. Fire Investigator I – Promotional
 - 6. Janitor - Open
 - 7. Minutes Clerk – Promotional
 - 8. Minutes Clerk – Open
 - 9. Senior Fire Investigator – Promotional
 - 10. Senior Janitor – Promotional
 - 11. Senior Janitor – Open
 - B. EXTENSION OF ELIGIBLE LISTS
 - 1. Fire Investigations Supervisor-Bomb Squad - Promotional
 - C. JOB DESCRIPTIONS FOR APPROVAL
 - 1. Cultural Administrative Supervisor, formerly Cultural Administrator - Revised
 - 2. Custodian, formerly Custodian I/II (X) – Revised
 - 3. Deputy City Clerk, formerly Deputy City Clerk I/II (X) – Revised
 - 4. Electrical Project Engineer – Revised
 - 5. Electronic Records Services Supervisor – Revised
 - 6. Electronic Records Specialist – Revised
 - 7. Events Specialist – Revised
 - 8. Grant Coordinator – Revised
 - 9. Legal Technician I/II (X)– Revised
 - 10. Records Services Supervisor- Revised
 - 11. Senior Custodian – Revised
 - 12. Senior Deputy City Clerk – Revised
 - 13. Senior Production Technician, formerly Senior Theater Technician – Revised

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Fire Engineer - Promotional

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. None

VI. CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED.

Facilities are provided throughout City Hall for the convenience of disabled persons. If you need an accommodation to attend and participate in this meeting, please call Human Resources at 229-6315 and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

State of NV, Grant Sawyer Building, 555 East Washington Avenue
Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 South Grand Central Parkway
Bulletin Board, City Hall Plaza (Next door to Metro Records)
City Hall Plaza, Special Outside Posting Bulletin Board
City Hall 2nd Floor, Human Resources Posting Bulletin Board